

## Non-Employee Access Renewal Instructions

Kaweah Delta Health Care District (Kaweah Delta) maintains remote access for certain Remote Users who require an electronic connection to hospital systems from offsite locations for the purpose of providing the best possible service to our patients. To request access, please follow the instructions.

### Non-Employee/Affiliate Access Renewal

1. Go To: <https://secure.compliance360.com/ext/2R8PRUFTRV-hw3aPM1YkwA==>
2. Complete the Profile Information and hit SAVE AND CLOSE.
3. An email will be sent from Compliance 360 within 1-2 days and will have a link to an assessment.
4. Complete the Document and Education Attestation and Confidentiality Statements in their entirety.
5. Complete a review of Kaweah Delta Privacy and Security Policies:
  - District Policy: AP04 Access and Release of PHI
  - District Policy: AP64 Confidentiality Security and Integrity of Health Information
  - District Policy: AP107 Patient Privacy Use and Disclosure of Patient Information
6. Complete a review of Kaweah Delta Privacy Training – Non-Employee/Affiliate.
7. Electronically sign and submit the completed form.
8. If approved, users will be receiving credentials to login to KD Hub Reach via email.

Access KD Hub Reach at:

[https://kdhdcaea.cernerworks.com/mp\\_mobile/p607.kdhd\\_ca.cernerasp.com/mp\\_reach/](https://kdhdcaea.cernerworks.com/mp_mobile/p607.kdhd_ca.cernerasp.com/mp_reach/)

#### **Please Note:**

- Every user requesting access must complete all forms in their entirety.
- Incomplete forms will not be allowed to submit.
- All user requests will be reviewed independently to determine the need for the access.
- Kaweah Delta reserves the right to approve, deny, or revoke access at any time.
- KD Hub training materials have been provided. Refer to KD Hub Reach User Guide.
- Concerns regarding the application process should be directed to [KDHubReach@kdhcd.org](mailto:KDHubReach@kdhcd.org) or 559-624-5600. Concerns regarding training, login, or application assistance should be directed to the Kaweah Delta Help Desk at (559) 624-2280.